Supplement to

INFORMATION LETTER

NATIONAL CANNERS ASSOCIATION

No. 1025 Washington, D. C. February 27, 1945

Instructions Issued on New Procedure for Making Deferments

In the INFORMATION LETTER for February 24 brief announcement was made of a new procedure to govern requests for the deferment of all men under 30 years of age who hold key positions in war industries and who are classified as 2-A or 2-B on January 1, 1945. The purpose of this Supplement to the INFORMATION LETTER is to furnish the industry with additional information that is now available.

All claimant agencies, such as War Food Administration, War Production Board, Office of Defense Transportation, and Coordinator of Fisheries—the agencies in Government responsible for procurement and production of war goods and those responsible for the maintenance of essential services—will certify the names of men 18 through 29 years of age, who, in the interest of the war effort, should be given the greatest consideration for occupational deferment.

War Food Administration

The War Food Administration is the claimant agency for certain food processing industries. To carry out this new procedure adopted for making deferments, the WFA has issued instructions to their Field Representatives on the operation of the plan as applied to the food industries. The outline of the instructions issued to its district and sub-district offices is made a part of this special supplement to the INFORMATION LETTER of February 24, which stated that these instructions would be issued at an early date.

Your particular attention is called to the information form which is to be filled out by each employer. The names of the workers in the various classes and age groups listed in the order of their importance in the plant, is the responsibility of each employer. This data should be compiled and supplied to the WFA as indicated immediately by all employers.

Certification of the names to the local draft boards will be made in part by the WFA field representative, a list of which is reproduced in this Supplement, and in part by the Washington headquarters of WFA, Office of Labor. These certifications together may not exceed 30 per cent of the total employees in the entire list certified to the local draft boards.

Coordinator of Fisheries

Certification of employees of fish canneries will be accomplished by the Coordinator of Fisheries through the area coordinators. Responsibility rests upon the employer to submit lists of employees in the 18-29 age group in 2-A and 2-B in the order of their essentiality, accompanied by two sets of Selective Service 42-A Special Revised for each employee to their area coordinator. Forms will be available from the area coordinator and will call for much the same information as the WFA form.

The Office of Fishery Coordination has emphasized that it is important that the canners get their information to the area coordinators, as the numbers of employees may make a difference in allotting the percentages. At present the OCF is considering allocating percentages between canned fish under set-aside orders and fresh and frozen fish, between ship and shore labor, and between geographical areas where tight and easy labor situations exist. A list of the area coordinators is given elsewhere in this Supplement.

Local Draft Boards

Under date of February 21, National Headquarters of the Selective Service System issued to all local boards Memorandum No. 115, as amended, to provide local boards with the new standards and procedures governing occupational classification in Class 2A and Class 2B of (a) registrants ages 18 *through 29*, and (b) registrants ages 30 *through 33*. Excerpts from Memorandum No. 115 as amended February 21, affecting these two age brackets, are reproduced in this Supplement.

It will be noted that in the case of the 34 through 37 age group, the test for retention for Class 2-A or 2-B is that the registrant is "regularly engaged in" an activity in war production or in support of the national health, safety or interest. In the lower age groups the test is that the registrant must be "necessary to and regularly engaged in" an activity in war production or in support of the national health, safety or interest.

INSTRUCTION TO DISTRICT REPRESENTATIVES OF WFA

I

The regulations of the Selective Service System recently published pertaining to the induction of registrants under 30 years of age place upon the War Food Administration (in Washington and its field staff) the responsibility and authority of recommending for deferment certain employees in the food industries, who

1. Were under 30 years of age on January 1, 1945

2. Were classified 2A or 2B on January 1, 1945, and

3. Are indispensable in an activitiy included in the War Manpower Commission List of Essential Activities. (Incapable of replacement from less essential work within the plant, by recruitment outside the plant, or by a replacement or recruit who, through intensive training, can be qualified to perform the work in three months. Workers engaged in planning, research, development or production of a postwar nature are not eligible for certification for deferment.)

II. *Responsibility of Employer*

1. Furnish the District Representative with a list in triplicate of *all workers* who on January 1, 1945, were both under 30 years of age and classified 2A or 2B. (This date-line applies to both items, i.e. a registrant 30 years of age on January 1, 1945, in 2A or 2B would not be listed; a registrant 29 years of age on January 1, 1945, in 2A and 2B would be listed.) This list of men shall be arranged in order of importance to the plant or establishment, the most essential irreplaceable men coming first on the list. (Form attached.) A registrant 29 years of age on January 1, 1945, in 1A would not be listed.

2. Furnish District Representative with two complete sets (6 sheets) of Form 42-A Special Revised for *each man on the list provided in II-1 above.*

3. Furnish District Representative with a certification that the list and forms are being submitted to only one certifying agency. (Note: Only those employers who submit the lists and forms referred to above will be eligible to have their employees certified for deferment.)

III. *Responsibility of District Representative*

1. Inspect 42-A Special Revised forms and determine those workers who meet the standards of I-1, 2, and 3 above.

2. Certify a maximum of 12 per cent of the total of employees listed in II-1. Not more than 30 per cent of the total employees in the entire list referred to in II-1 above may be certified.)

3. (a) Forward one set (3 sheets) of 42-A Special Revised for *each employee certified* to registrants local board.

(b) Forward one sheet of 42-A Special Revised to the State Director of Selective Service of the State in which is located the place of employment of the registrant.

(c) Forward one sheet of 42-A Special Revised to Food Industries Division, War Food Administration, Washington, D. C.

(d) Retain one sheet of 42-A Special Revised.

4. (a) Forward one copy of the complete list (see II-1 above) to the State Director of Selective Service *of the State in which the plant or establishment is located.*

(b) Forward one copy of such list to Food Industries Division, War Food Administration, Washington, D. C.

(c) Retain one copy.

5. Copies of all lists and certified Form 42-A Special Revised must be assembled and transmitted semi-monthly to the Food Industries Division. All compilations shall be reported at the 15th and 30th of each month and transmitted promptly thereafter to the Food Industries Division.

General Regulations

1. District Representatives will be limited to certification of 12 per cent of *total number* of registrants on lists submitted by employers. (Washington headquarters of War Food Administration may certify 18 per cent of the total, or later may request field representatives to certify more than 12 per cent.

2. Industries for which War Food Administration has authority to certify for deferment of workers are

a. Fruit and vegetable canning, packing, freezing, and dehydrating

b. Meat packing.

c. Poultry dressing and products

d. Fats and oils

e. Grain products

f. Dairy products

g. Sugar processing

h. Wholesale and retail distribution

i. Fertilizer

j. Ice manufacture and harvest

k. Cotton and fibre

l. Tobacco.

(Note: Question of jurisdiction of agency to certify may be settled by the local representatives of the agencies and if this cannot be effected, a decision is to be made by Production Urgency Committee chairman.)

District Representative may certify more than 12 per cent of workers on list of one plant and less than 12 per cent of workers listed of other plants. Under no circumstances may District Representative certify in excess of 12 per cent of *total* number listed in his area.

3. Any certification may be cancelled at any time by the Washington Office of War Food Administration.

4. Certification in no sense is mandatory to the local board. The local Selective Service board still has the final word (subject to appeal) on the question of whether or not a deferment should be granted.

Information to be Submitted by Employer

Name of Plant or Establishment .....

Address .....

Certifying Agency .....

Total Employment .....

Name of Registrant	*Age*	*Occupation*	*Selective Service Order No.*	*Local Board*	*Present Selective Service Classification*
1.	...	.....	.....	.....	.....
2.	...	.....	.....	.....	.....
3.	...	.....	.....	.....	.....
4.	...	.....	.....	.....	.....

etc.

It is certified that all men listed above—

(a) Are now in my employ

(b) Are now or were classified 2A or 2B on January 1, 1945, and are in the age group 18 through 29

(c) That such list has been submitted to no other Certifying Agency

.....
(Signature of Company Official)

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EXCERPT FROM LOCAL BOARD MEMORANDUM NO. 115

PART II—REGISTRANTS AGES 18 THROUGH 29

1. Changed procedure.—Because of the establishment of the new special procedures for registrants ages 18 through 29 described in this part, the regulations and this memorandum have been amended to eliminate the special restrictions and procedures which have heretofore applied solely to registrants ages 18 through 25.

2. General rule.—A registrant aged 18 through 29 may be retained or placed in Class II-A or Class II-B if the local board finds that he is "*necessary to and regularly engaged in*" an activity in war production or in support of the national health, safety or interest, in accordance with the standards and procedures described in this memorandum.

3. New Forms 42A (Special-Revised).—Form 42A (Special) has been revised as of 2/19/45 to meet the requirements of the new procedures for the requesting of and the *certification* of requests for deferment of registrants ages 18 through 29, and will hereafter be known as Form 42A (Special-Revised).

4. New procedures and their significance in deferment consideration.—Under the direction of the Office of War Mobilization and Reconversion, arrangements have been made by the Director of Selective Service and the Federal Government agencies having jurisdiction over activities in war production or in the national health, safety or interest, under which employers will file new Affidavits—Occupational Classification (Form 42A Special-Revised), ex-

cept as provided in paragraphs 8 and 9 of this part, as rapidly as possible for registrants ages 18 through 29 for whom requests for retention in or classification into Class II-A or Class II-B will be made. Under these arrangements every employer will be requested to submit Form 42A (Special-Revised) to the appropriate agency of the Federal Government for *certification* or denial of *certification*. These agencies have agreed to specific limitations upon the total number of *certifications* that will be made upon Forms 42A (Special-Revised) by each agency and definite limitations upon the type of persons to be *certified*. Employers may file Forms 42A (Special-Revised) with the local board even though *certification* has been denied by the Federal Government agency having jurisdiction or if the employer does not come within the jurisdiction of any Federal Government agency. The list of Federal Government agencies authorized to *certify* Forms 42A (Special-Revised) is attached to this memorandum as Appendix A, and the signature of any representative of a Federal Government agency on the List shall be considered by the local board as an authorized *certification*. The division of jurisdiction over activities in war production or in the national health, safety or interest, will be determined by a Committee of the agencies and appropriate measures will be taken by the agencies to avoid duplication. It is therefore deemed unnecessary to indicate which activities are under the jurisdiction of the several agencies listed.

5. Consideration to be given to certified Forms 42A (Special-Revised).—In the classification or reclassification into Class II-A or Class II-B of a registrant for whom Form 42A (Special-Revised) is filed, the local board will consider the *certification* as authoritative information that the Federal Government agencies charged with the prosecution of the war, including the War and Navy Departments, have agreed that the registrant is one of the indispensable and irreplaceable men the request for whose deferment they are therefore willing to *certify*. Local boards will give Forms 42A (Special-Revised) so *certified* most serious consideration.

Part III—Registrants Ages 30 Through 37

1. Regulations amended. — Section 622.21 and section 622.22 of the regulations have been amended to provide (a) for the classification in Class II-A or Class II-B of a registrant age 30 through 33 when the local board finds such registrant to be "necessary to and regularly engaged in" an activity in war production or in support of the national health, safety or interest, and (b) for the classification in Class II-A or Class II-B of a registrant age 34 through 37 when the local board finds such registrant to be "regularly engaged in" an activity in war production or in support of the national health, safety or interest.

2. Reclassification as necessary to fill calls.—As it becomes necessary in order to fill calls to classify or reclassify registrants ages 30 through 37 into Class I-A or Class I-A-O, the tests for retention in or classification into Class II-A or Class II-B in this age group will be as follows:

(a) Registrants ages 30 through 33:

(1) The registrant must be "*necessary to and regularly engaged in*" an activity in war production or in support of the national health, safety, or interest;

(2) If all other factors are equal, a father should be given greater consideration for occupational deferment than a nonfather in this age group.

(b) Registrants ages 34 through 37:

(1) Merely the determination is required that the registrant is "*regularly engaged in*" an activity in war production or in support of the national health, safety, or interest.

3. Applicable forms.—Forms 42 or 42A should be used in making a request for occupational deferment of registrants in this age group.

Part IV—Information and Guides

1. List of Essential Activities.—The Office of War Mobilization and Reconversion has furnished the Selective Service System with the War Manpower Commission's List of Essential Activities which is attached to this memorandum. The list has been revised to specify those activities that are most critical to the war program at this time. The critical activites are set forth in the list in bold-faced type. The List of Essential Activities should be used by the agencies of the Selective Service System as a guide in occupational classification matters along with all other available information, but the fact that a registrant's activity is not listed on the List of Essential Activities does not preclude consideration for occupational deferment if the local board, upon its own knowledge, determines that the activity in which the registrant is engaged qualifies him for occupational deferment under the policies and procedures prescribed for registrants in his age group in this memorandum.

2. All available information to be considered.—In determining whether a registrant should be classified in Class II-A or Class II-B, all available information from national, regional, State, and local levels will be used. All information presented must be considered and evaluated. The agencies of the Selective Service System may use the facilities of the United States Employment Service for information with respect to the occupation of registrants.

3. Registrant engaged in seasonal occupation.—A registrant engaged in a seasonal occupation who is qualified for occupational deferment shall be continued therein, even though he moves from one locality to another for the purpose of following local seasons, provided that during the off season he engages in an activity in war production or in support of the national health, safety, or interest, and provided further that upon the reopening of the season he returns to his seasonal occupation.

[The list of essential and critical activities issued January 15, 1945, by the Selective Service System is still in effect. This list was included in the Association's special bulletin entitled "Selective Service" issued January 26, 1945, to all canners.]